

16 DEC 1969

MEMORANDUM FOR: Director of Communications  
Director of Finance  
✓ Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Acting Chief, Support Services Staff

SUBJECT : Publications Procurement

1. Attached for your guidance is a copy of a memorandum dated 26 November 1969 from the Executive Director-Comptroller setting forth guidelines for publications procurement. [REDACTED] of this office has been working with representatives of your Offices to accomplish the required review of current subscriptions and has been representing this office in dealing with [REDACTED] of the Central Reference Service.

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2. In accordance with paragraph 3b of the Executive Director-Comptroller's memorandum, you are requested to review and revalidate personally all subscription renewals for your components annually and to validate all new orders for general purpose English language periodicals. (1) You are also requested to designate a minimum number of senior officers in your Offices who will be authorized to validate purchase orders for publications other than the general purpose type. Names and positions of your designees should be furnished to this office by 29 December 1969. (2)

FOIAb3b

*for* R. L. Bannerman  
Deputy Director  
for Support

Attachment

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